

# Technology Device Use/Take Home Policy, Procedures and Agreement

*August 2020*

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## Scope

The use of technology in the classroom allows All Saints Academy to prepare students for the demands of the 21st Century, as well as individualizing instruction to meet the needs of each student. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Students in grades K-8 are assigned a chromebook for instructional purposes. In addition to the chromebook, occasionally additional technology devices may be assigned to a student for instructional support services. Any issued devices will be used at school, and will only be allowed to be used at home in the event that remote learning is required. Tech devices assigned for instructional support may be sent home if approved by the building principal. ASA will ensure all school-owned technology devices are appropriately filtered for student use, and student information and privacy is secured.

## Device Assignment/Distribution

### At School

- A chromebook is assigned to each K-8 student at the beginning of the school year. Other technology devices may be assigned to the student for instructional support purposes. All assigned devices are identified by serial number and ASA asset tag.
- All K-8 students and their parents must read and sign the [Technology Acceptable Use policy](#) and Technology Use/Take Home Agreement.
- As with all student internet access, student online activity on devices will be filtered and monitored.
- The device is stored in the classroom charging cart, and plugged in, when not in use.
- Teachers will monitor student online activity during class time and determine when devices will be used by students.

### At Home

- In the event that remote learning is required, a chromebook, and/or other support device, will be checked out by a parent and taken home.
- The chromebook, and/or other support device, remains the property of All Saints Academy and is on loan to the student.
- The chromebook, and/or other support device, should be used for ASA instructional purposes only, in accordance with all ASA acceptable use and conduct policies.
- The device internet access will be filtered and student activity will be monitored as it is at school.
- At the end of Remote Learning, or the end of the school year, parents must return the chromebook, and/or other support device, to school and check it in. If student enrollment is withdrawn or terminated, any issued device must be returned by the student's last day of attendance. The device will be identified by serial number and school asset tag. The device must be in good working condition with no damage.
- All components distributed with the device, including charging cord and carrying case, must be returned with the device.
- Students/parents are financially responsible for any damage, unreturned device and/or unreturned device components.

# Expectations

## School will:

- provide filtered internet access for students while at school for appropriate content. Keep in mind no internet filtering system is 100% effective, but every attempt will be made to protect students from inappropriate content.
- protect student information and privacy online.
- monitor student online activities, while using a school issued account or device.
- provide or facilitate all device repair. (fees may apply)
- Provide a limited number of “loaner” devices for students when their assigned device is being repaired.

## Students will:

- use the device in accordance with all policies and procedures regarding technology usage, including the Diocese of Grand Rapids Acceptable Use Policy, the school student handbook, code of conduct and individual classroom procedures.
- take responsibility for the proper care and security of the device (see [Care of Device section](#))
- keep the device charged during school hours/instructional time.
- store the device in it's assigned cart or case.
- Promptly report all chromebook problems to the teacher or technology coordinator, and take responsibility for any damage. Repairs are only to be made by school personnel or school designated 3rd parties.
- access only socially and educationally appropriate materials, apps, extensions and websites.
- only interact with devices and users within the guidelines of the Acceptable Use Policy.
- NOT remove any pre-installed apps, extensions, profiles, or educational resources, NOT add other apps, extensions or software, NOT tamper with the device in any way.
- only print when given permission by the teacher.
- provide their own earphones/earbuds and USB mouse.

## Parents will:

- communicate acceptable use and care of the device to their students.
- assume financial responsibility for device damage and replacement if necessary resulting from the student's use and handling of the device.
- support the proper use of school-owned devices and related resources by actively engaging with students in activities, following program updates, setting clear guidelines for home use and communicating with school staff when necessary.
- NOT remove any pre-installed apps, extensions, profiles, or educational resources, NOT add other apps, extensions or software, NOT tamper with the device in any way.
- NOT repair the device themselves, or through any organization except All Saints Academy.

## Teachers will:

- provide direct instruction to students in the proper use of the device and related resources.
- monitor and review all material stored on or accessed by any school-owned student device as needed and take appropriate disciplinary action for misuse or violation of policies.
- engage in professional development and training based on best practices in order to stay abreast of current trends and effectively enhance the learning process.
- communicate and obtain parent permission before using any 3rd party apps/sites/resources requiring individual student accounts.
- communicate with and support parents / students via the Technology Coordinator

# Care of Device

## General Care

- Devices must never be left in an unattended or unsupervised area. Unattended devices should be taken to the school office.
- Never store or leave the device in an area with extreme hot or cold temperatures.
- Food/liquids/moisture must be kept away from the device as they can cause damage to the device. DO NOT keep liquids containers, food, or food wrappers in an area near your device.
- Never stack anything on top of the device.
- Cords and cables must be connected carefully to prevent damage.
- When not in use at school, the device must be stored in the assigned cart and plugged into the charging cord.
- When not in use at home, the device must be stored with the charging cord in the carrying case.
- Never close the device lid with anything inside it. Never store anything inside the closed device.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of ASA.
- The device must be shut down or restarted at least once per week to receive the latest updates.
- Clean/sanitize the device on a regular basis. Unplug and turn the device off, use wipes or paper towel with 60% alcohol cleaner or electronic cleaning wipes, NOT bleach. Do not apply liquid directly to the device.

## Transporting Devices

- Devices must be carried within the classroom with two hands and the lid closed. Never lift a chromebook by the screen.
- Devices must only be transported outside the classroom in the assigned cart with the cart door closed and latched, and the cart power cord secured off the floor.
- Devices must only be transported outside the building in the assigned carrying case. It should never be transported in a student's backpack, or other bag, with books or other heavy items.

## Malfunctioning, Damaged, Lost or Stolen Devices

- Devices that malfunction or are damaged must be reported to the Technology Coordinator immediately.
  - The school will be responsible for repairing devices that malfunction.
- Lost or stolen devices must be reported immediately to the Technology Coordinator.
  - The school will send damaged devices out for repair.
- Users should never attempt to repair a device, or take it for repair on their own
- Damage, loss or theft of the device, or its accessories, will result in the user assuming the financial responsibility for the replacement of the device and its accessories or the cost of repair.

## Guidelines and Policy

The use of ASA technology resources is a privilege, not a right. The school, parents, and students all play a role in the successful use of technology within our school. This agreement is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources and links to the [Acceptable Use Policy \(AUP\) for the Diocese](#). The AUP is the official documentation all students and parents must agree to regarding the guidelines found within this policy. The up to date AUP can be found in the [technology section of the school website](#).

If a person violates any of the User Terms and Conditions named in the AUP, appropriate disciplinary action will be taken up to and including suspension/expulsion in addition to restriction or loss of privileges for students. When applicable, law enforcement agencies may be involved.

# ASA Technology Device Use/Take Home Agreement

## User

I have read, understand, and will abide by this Policy. I understand that I am responsible for any repair or replacement costs resulting from damage to the device or systems and that disciplinary action and/or appropriate legal action may be taken.

User's Signature: \_\_\_\_\_  
(required for students in grades 7 & 8)

Print User's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent or Guardian (required)

As the parent or guardian of this minor, I have read this Policy and will abide by it. As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a Device to this individual. I understand that I am responsible for any repair or replacement costs resulting from damage to the device or systems and that disciplinary action and/or appropriate legal action may be taken.

Parent/Guardian Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_